

11/22  
Short Vacancies  
(Prof/TT#2)  
Not Used

Approved For Release 2001/08/02 : CIA-RDP82-00357R000800180005-4

STEP 1. Estimate Promotional Headroom (Upward Movement) for Professionals in Career Services & Agency During FY 1971-1980.

- .. Joint Action of Career Services and Office of Personnel.
- .. Method:
  - .. . . Calculate future professional losses (by grade and by year).
  - .. . . Calculate total vacancies (by grade and by year).

Approved For Release 2001/08/02 : CIA-RDP82-00357R000800180005-4

Approved For Release 2001/08/02 : CIA-RDP82-00357R000800180005-4

STEP 2. Estimate Differences in Career Services & Agency Between  
Professional Promotional Headroom and the Promotional  
Readiness of Professionals During FY 1971 - 1980.

.. Action by Each Career Service Board.

.. Method:

- .. .. Decides promotional readiness of each professional careerist to be advanced one or more times (by year and by grade).
- .. .. Combines data in table to determine promotion spaces required to accommodate promotional readiness of all professional careerists in FY 1971-80.
- .. .. Combine tables developed in this Step and Step 1 to determine difference between professional promotional headroom and the promotional readiness of all professionals during FY 1971-80.

(See Illustration)

Approved For Release 2001/08/02 : CIA-RDP82-00357R000800180005-4

STEP 2. Hypothetical Illustration of Difference Between Professional  
Promotional Headroom and the Promotional Readiness of  
Professionals in a Career Service (During a Five Year Period)

<u>Grade</u>	<u>Promotional Headroom (Step 1)</u>	<u>Promotional: Readiness (Step 2)</u>	<u>Difference</u>
GS-14	17	38	-21
GS-13	26	58	-32
GS-12	49	65	-16
GS-11	85	84	+ 1
	<hr/>	<hr/>	<hr/>
	177	245	-68

Approved For Release 2001/08/02 : CIA-RDP82-00357R000800180005-4

STEP 3. Determine Changes Needed to Resolve Identifiable Problem Areas  
— Within the Career Services & Agency During FY 1971 - 1980.

.. Joint Action by Career Services and Office of Personnel.

.. Method:

- .. .. Career Service Concerned: Prepares Career Service Situation Report showing actions that should be taken because of expected imbalance between professional promotional headroom and the promotional readiness of professionals in FY 71-80. Takes managerial actions and recommends proposals to solve problem areas. (See Illustration)
- .. .. Director of Personnel: Evaluates Career Service Situation Reports and prepares proposals for meeting identifiable problems of personnel management at Agency and Directorate levels.

Approved For Release 2001/08/02 : CIA-RDP82-00357R000800180005-4

STEP 3. Illustration of Prospective Actions or Recommendations by  
Career Services to Meet Identifiable Problems in Their  
Career Service Situation Reports

- .. Undertake development of selected individuals to meet future organizational needs.
- .. Prepare for significant changes in key jobs.
- .. Consider desired volume of reassignments, rotations, training and other methods to resolve or reduce anticipated future surpluses of personnel (occupational types or grades).
- .. Identify ways to reduce or manage insufficient movement expected within specified grades (identified by years).
- .. Review types and ways of "retooling" employees to perform new or changed activities in the future.
- .. Assess future levels and types of personnel that should be entered-on-duty to meet future needs.

Approved For Release 2001/08/02 : CIA-RDP82-00357R000800180005-4

STEP 4. Provide Assignments and Training That Professionals Need Within Each Career Service to Improve Their Capabilities for New and More Responsible Duties (Personnel Development Geared to Management Needs).

.. Joint Action of Career Services, Office of Personnel and Top Management.

.. Method:

.. .. Career Service concerned: Selects individuals with potential to fill key vacancies in the future and identifies assignments and training for these individuals that will improve their capabilities to fill more responsible jobs. Combine individual plans into Career Service inventories of assignments and training.

.. .. Director of Personnel: Evaluates Career Service inventories in terms of Agency-wide needs and recommends appropriate changes in personnel policies, programs and facilities.

Approved For Release 2001/08/02 : CIA-RDP82-00357R000800180005-4